

**Common Table of Allowances
50-909**

Field and Garrison Furnishings and Equipment

Headquarters
Department of the Army
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31 July 2003

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History. This issue publishes a revision of this publication. Because the publication has been extensively revised, the changed portions have not been identified.

Summary. This Common Table of Allowances (CTA) is an authorization document under the provisions of AR 71-13 providing flexible basis of issue, which may be used to acquire certain common items of field and garrison furnishings and equipment.

Applicability. This CTA applies to the Active Army, Army National Guard, and the U.S. Army Reserve. This CTA applies during partial and full mobilization.

Interim changes. Interim changes are not official unless authenticated by the Administrative Assistant to the Secretary of the Army. Users will destroy interim changes on the expiration dates unless sooner superseded or rescinded.

Suggested Improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Commander, U.S. Army Force Management Support Agency, Bldg 201 (Stop 587), ATTN: MOFI-FMA, Fort Belvoir, VA 22060-5587.

Distribution. Distribution of this CTA is made in accordance with the requirements on DA Form 12-O4E, block number 0043, intended for command levels A, B, C, D, and E for Active Army, Army National Guard, and U.S. Army Reserve.

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Glossary

1. Purpose

The purpose of this Common Table of Allowances is to provide an authorization document according to the provisions of AR 71-13. This CTA provides flexible bases of issue, which may be used by

commanders having jurisdiction over the functions concerned to acquire certain common items of field and garrison furnishings and equipment. No additional documentation is required. This CTA generally applies to MTOE/TDA/JTA units/activities, to appropriated fund elements thereof, and to individuals therein. See each table for additional application as appropriate.

2. References

Required and related publications and prescribed and referenced forms are listed in appendix A.

3. Explanation of abbreviations and terms

Abbreviations and special terms used in this CTA are explained in the glossary.

4. Special Instructions

a. This CTA is the only authorization document for requisitioning the allowances of equipment listed. However, unless otherwise restricted by orders, regulations, or instructions contained in the separate paragraphs, only minimum quantities of that equipment considered essential for efficient operation of the function will be requisitioned. Requisition of CTA-authorized items is discretionary, not mandatory.

b. When a standard item is authorized in this CTA and a suitable nonstandard item is on hand, the nonstandard item will be retained in lieu thereof until unserviceable or no longer required.

c. An on-hand like item authorized by superseded CTA, but not authorized by this CTA, may be retained and accounted for as a substitute item under provisions of AR 710-2 until no longer serviceable or economically repairable. However, the total quantity on hand of the superseded item and the current item will not exceed the total authorized quantity of this CTA. If an item, which was authorized by superseded CTA is on hand and there is no like item authorized by this CTA, the item is not authorized and will be processed for turn-in in accordance with established procedures.

d. Items of equipment listed in this CTA will not be taken by individuals/units/activities upon permanent change of station, nor will they be taken into the field during training or upon mobilization, except as authorized by AR 71-13 or by instructions in separate paragraphs or appendix B of this CTA or unless such action is directed by the authority ordering the change of station or mobilization.

e. This CTA may be used by managers at all echelons within the Army for use in developing requirements for authorized stockage lists (ASL).

f. An end item or set, kit, or outfit included in this CTA is the authority for acquisition of applicable repair parts, accessories, special tools, and components thereof which are shown in applicable technical manuals, set listings, and supply bulletins commensurate with the assigned responsibilities for maintenance of the unit and density of the authorized items. Expendable or durable items required for the efficient operation of the functions concerned will be obtained in accordance with CTA 8-100 and CTA 50-970. Nonstandard maintenance parts and accessories for nonstandard items will be obtained in accordance with local procurement regulations.

g. If electrical items authorized herein do not have voltage compatibility with overseas application (see NSN under appropriate LIN, SB 700-20), authority to procure transformers or comparable electrical items locally is granted.

h. Authorizations in this CTA except for class V items is restricted to equipment costing less than \$15,000. Equipment costing \$15,000 and over except for class V items must be documented under provisions of AR 71-13/AR 310-49 and authorized in DA approved MTOEs and TDAs output from the DA TAADS.

i. Items listed in this CTA will be accounted for on property books in accordance with AR 710-2, which para 2-4c states that "Authorization documents take precedent over the accounting requirements code

(ARC) on the AMDF for the purpose of property book accountability." With exception of table 7, all locally procured items identified with a NSLIN in the CTA will have accountability requirements determined IAW the criteria in AR 735-5, chapter 7.

j. The majority of items listed herein are authorized "in the clear" to individuals/units/activities or facilities as stated in the basis of issue, subject only to the discretion of the appropriate commander to requisition and the availability of funds. Items authorized should only be requisitioned when required for the necessary operation of the unit, military mission, or for discharge of assigned military duties, and then only in the quantities as necessary and required.

k. The "per requirement" basis of issue is used herein when a quantity to be authorized cannot be expressed in terms of a specific factor. The item, quantity and type of equipment authorized are determined locally within regulatory guidance, actual requirements, and availability of funds.

l. When an item is listed on an "or" basis, this will be interpreted as the total amount authorized will not exceed the allowance in the basis of issue.

m. Line item numbers ending with an "N" or "R" are nonstandard/noncatalogued equipment. These items, unless otherwise noted, can only be acquired by local procurement within the provisions of the Federal Acquisition Regulation (FAR).

n. The term "add per" is used in some of the basis of issue. Such a basis of issue is interpreted as follows. In some cases the basis of issue narrative itself contains the allowance quantity to be added. If this is not the case, the basis of issue means that an additional allowance of the same item is authorized in the quantity shown in the allowance column for that item.

5. Modifications

Requests for modifications to bases of issue and allowances in this CTA, will be submitted through command channels to Commander, U.S. Army Force Management Support Agency, ATTN: MOFI-FMA, Building 201 (Stop 587), Fort Belvoir, VA 22060-5587, in accordance with the provisions of Chapter 5. AR 71-13. Requests for consideration of new CIA items must include specific data for each item: manufacturer (not vendor), model number, unit cost, detailed generic description, and picture or drawing (brochure, if available).

6. Applicability of Table 3

a. Active Army and Army Reserve. This table prescribes the equipment normally required by chapel facilities and chaplains of posts, camps, and stations in the continental United States and overseas areas to facilitate administration and operation.

b. Army National Guard (ARNG). This table is applicable to the ARNG only for equipment required by individual chaplains operating in a field environment. It is not applicable to the ARNG for use at fixed chapel facilities without prior approval on an individual basis by the Chief, National Guard Bureau.

7. Community support

This paragraph prescribes the allowances of nonexpendable furnishings and equipment normally used in community support programs except for certain types of furnishings and equipment which are reflected in the following tables: Lounge/lobby type furniture and furnishings-table 27; Office type furniture and furnishings-table 39; Physical security-table 40; and Miscellaneous type items-table 63.

a. Requisitions for nonstandard/noncataloged food service equipment will be prepared in milstrip format and submitted directly to Commander, US Army Quartermaster Center and School, Attention: ATSM-CES-OE, Fort Lee, Virginia 23801-5041, for technical review, evaluation, and disposition action. As much detailed description data and supplementary information as possible should be provided in the

preparation of requisition documents for nonstandard/noncataloged food service equipment. If a particular item of equipment is required for compatibility purposes, indicate that "substitutes, are not acceptable" and explain in detail. The provisions of accurate and detailed information will facilitate subsequent processing and filling of equipment requisitions, as well as insuring that the proper item of equipment is purchased.

b. Items of nonstandard/noncataloged equipment, other than food service, identified by a Line Item Number ending with "N" or "R," are authorized for local purchase by the installation commander within the provisions of the FAR. Commanders will select the most cost effective type of equipment that satisfies their requirement from the GSA federal supply schedule, if possible, before authorizing that items be purchased locally.

c. The generic nomenclature utilized for many non-adopted items in tables 6, 7, 8, and 9 permits acquisition of appropriate variations of items where peculiar characteristics are required for the performance of specific functions. This provides the user with the opportunity to acquire whatever is necessary and available to satisfy specific requirements.

8. Child development services

The allowance columns for Child Development Services Activities are as follows:

- a. 4A—Resource/Toy Lending Library
- b. 4B—Lounge/ Administrative area
- c. 4C—Kitchen area
- d. 4D—Infant area
- e. 4E—Toddlers area
- f. 4F—Preschool area
- g. 4G—School Age Area

9. Food Service (Troop)

Tables 11 through 20 show allowances of dining room and kitchen equipment for enlisted dining facilities and officers' field ration dining facilities. Table 21 shows allowances of food service equipment for Army vessels. Table 22 shows the items and bases of issue for activities/facilities not listed in tables 11 through 21. These items may also be applicable to activities/facilities listed in tables 11 through 21 and authorized for issue under special situations. Requirements for items not normally authorized for issue to an activity/facility but which are required for a specific function peculiar to their operation will be submitted in accordance with the provisions of Paragraph 8 of this CTA. Table 23 shows the items and bases of issue for installation troop issue subsistence activity.

a. Army National Guard units/activities may use paragraph 13 for retention of items on hand and for authorization/requisition/issue for items in tables 21 and 22 that were formerly listed in TOE/MTOE and required for deployment in accordance with Appendix B herein. Items listed in Chief, National Guard Bureau (CNGB) approved troop support agency dining facility equipment schedules are authorized to be acquired from federally appropriated funds for new construction of armories and state operated training site dining facilities/CNGB approved troop issue subsistence activities. Approved equipment schedule items which are indicated as government furnished and government installed, funds other than construction, may be acquired for existing armories and state operated training site dining facilities/CNGB approved troop issue subsistence activities when approved by the appropriate adjutant general and federally appropriated funds are available to that state. Acquisition of items from federally appropriated funds for renovation or items that do not appear in approved equipment schedules requires prior approval from Chief, National Guard Bureau, NGB-ARL-T, Washington, DC 20310-2500.

b. The following codes contained in tables 11 through 20 identify the dining facilities design era indicated in the basis of issue:

- (1) (A)-New construction (MCA FY 75 through 82)
- (2) (B)-Modernization (MCA FY 75 through 82)
- (3) (C)-New construction training dining facility (MCA FY 75 through 82)
- (4) (D)-Existing dining facility nonmodernization
- (5) (E)-New construction (MCA FY 83 and subsequent programs)
- (6) (F)-Modernization (MCA FY 83 and subsequent programs)

The category of dining facilities design era should be obtained from the installation master planner.

c. The allowances listed in tables 11 through 23 may not be exceeded except as discussed below. Unless otherwise restricted by orders or regulations, however, the allowances may be decreased or not used at the discretion of the appropriate commander. Only that equipment considered essential for the efficient operation of the food service function will be requisitioned. Allowances are contingent on availability of floor or counter space, utility services, funds for installation, and facility configuration restrictions. Dining facility modernization and new construction programs will be guided by layout drawings and equipment schedules furnished for these facilities.

d. Requisitions for equipment within authorized allowances and having a national stock number will be prepared in MILSTRIP format IAW procedures outlined in AR 725-50 and submitted to appropriate supply source as indicated in SB 700-20/ AMDF. Requisitions for nonstandard/nongatalogued equipment will also be prepared in MILSTRIP format and submitted through the supporting supply support activity (SSA) for technical review, evaluation, and disposition action. As much detailed description data and supplementary information as possible should be provided in the preparation of requisition documents for nonstandard/nongatalogued food service equipment. If a particular item of equipment is required for compatibility purposes, indicate that "substitutions are not acceptable" and explain in detail. The provision of accurate and detailed information will facilitate subsequent processing and filling of equipment requisitions, as well as insuring that the proper item of equipment is purchased.

e. Requirements for items of food service equipment in addition to the allowances in tables 11 through 23, or to supplement these allowances for units in remote areas, will be processed as a change to these tables IAW Paragraph 8, of this CTA.

f. Allowances for nonmedical units serving less than 40 and over 2,200 individuals will submit all requisitions for technical review, evaluation, and approval to the Commander, US Army Quartermaster Center and School, ATTN: ATSM-CES-OE, Fort Lee, VA 23801-5041.

g. Requisitions for dish washing machines must include drawings with functional layout, indicating intended location of the dishwashing machine and plumbing and electrical characteristics.

h. Allowances authorized for ranges (electric/gas/oil) are for existing facilities utilizing these type ranges where utility characteristics do not provide for installation and operation of state-of-the-art equipment.

i. Request for items of equipment for authorized central pastry kitchens and garrison bread bakeries will be submitted through command channels to US Army Quartermaster Center and School, attn: ATSM-CES-OE, Fort Lee, VA 23801-5041, for technical review, evaluation, and approval action.

j. All CONUS installations will conduct an economical analysis each time a determination is to be made for purchasing initial or replacement bulk milk dispensers and stands or for negotiating a lease contract. The economic analysis will be conducted IAW the provisions of AR 11-28 and appendix F of this CTA.

k. Tables 11 through 20 allowances also apply for the support of the DOD school lunch program IAW/DoDI 1015.5, II Oct 83.

10. Laundry/Dry Cleaning

a. Table 24 prescribes the allowances of equipment normally authorized for the administration, maintenance, and operation of garrison laundries and dry cleaning plants, and hospital laundries.

b. Table 25 prescribes the allowances of equipment for certain other miscellaneous appropriated fund requirements.

c. Requisitions for equipment in Tables 24 and 25 will be submitted to Commander, US Army Aviation and Troop Command, Weapons Systems Manager for Clothing and Services, Attn: AM-SAT-W-TC, Fort Lee, VA 23801-6400, for technical review and evaluation. The Commander, ATCOM, will forward requisitions to the appropriate procuring activity.

11. Medical department activity/ medical center

Tables 28 through 37 prescribe allowances of dining room furniture and food preparation and service equipment by functional areas normally required to establish and operate a hospital food service facility. Table 38 prescribes allowances of equipment for certain other miscellaneous furnishings and equipment for medical facilities.

12. Medical department activity/medical center allowances

The allowances listed herein may not be exceeded except as discussed below. However, unless otherwise restricted by orders or regulations, the allowances may be decreased or not used at the discretion of the appropriate commander. Only that equipment considered essential for the efficient operation of the food service or other function of a medical facility will be requisitioned. Allowances are contingent on availability of floor or counter space, utility services, funds for procurement and installation, and facility configuration restrictions.

13. Medical department activity/medical center requisitions

Requisitions for food service equipment authorized in tables 28 through 37 for fixed health care activities will be funded and processed as expense equipment costing less than \$15,000, except for initial provisioning for medical MCA projects, will be financed with command operating funds and will be requisitioned IAW command policy. Investment equipment costing \$15,000 and over and designated initial provisioning for medical MCA projects will be financed with AMEDD other procurement, Army appropriation IAW AR 40-61 and medical care support equipment program guidance issued by US Army Medical Materiel Agency, Frederick, MD 21701-5001. Submission of MEDCASE requirements and requisitions will be IAW USAMMA Instructions (SB 8-75 MEDCASE).

a. Requirements for items of food service equipment in addition to the allowances in tables 28 through 38 will be processed as a change to these tables IAW Paragraph 5-5, AR 71-13.

b. Hospitals organized as TOE units will requisition equipment contained in tables 28 through 37 only when facilities are available for the proper utilization of the equipment requested and when authorized by the oversea commander.

c. Requisitions for dishwashing machines must include drawings with functional layout, indicating intended location of the dishwashing machine and plumbing and electrical characteristics.

d. Allowances authorized for ranges (electric/gas/oil) are for existing facilities utilizing these type ranges where utility characteristics do not provide for installation and operation of state-of-the-art equipment.

e. Standard furniture/furnishing cannot always be used in clinic, waiting, and lounge areas of medical facilities due to the various sizes, designs, and locations of these areas. The furniture, upholstery, and accessories must be based on contrasting environments and compatibility with existing color of carpet, vinyl asbestos tile, and wall coverings. Design and style of furniture must allow for efficient use in the limited space within each functional area. Therefore, nonstandard furniture/furnishings required for the renovation of clinic, waiting, and lounge areas of health care activities may be acquired, if standard furniture/furnishings are not appropriate, from mandatory sources after approval is obtained through the MEDCASE program (AR 40-61). Carpet is authorized in table 31 (equipment-in-place) or by Chapter 5, AR 420--70 (installed property).

f. All CONUS hospitals will conduct an economic analysis each time a determination is to be made for purchasing initial or replacement bulk milk dispensers and stands or for negotiating a lease contract. The economic analysis will be conducted IAW the provisions of AR 11-28 and Appendix F of this CTA.

14. Office/conference room

Table 39 applies to Army offices outside of the National Capital Region and those within which are not serviced by Defense Supply Services - Washington.

a. Refer to the following publications before planning or executing programs for the acquisition of the described equipment authorized by this table: AR 25-1 (Microforms Equipment), AR 25-51 (Official Mail and Distribution Management), AR 25-30 (Copying Equipment), and DA Pamphlet 25-1-1, paragraph 9-9 (Filing Equipment).

b. A convenient guide to office furniture and furnishings authorized by this table is provided at Appendix H.

c. Equipment authorized in table 39, which is required for use by a handicapped individual to do his/her job even though he/she does not otherwise qualify for the item, will be handled as an exception to the prescribed BOI. Requests for exceptions to BOI will be handled on a case-by-case basis. Requests will be submitted to and approved / disapproved by the installation commander.

15. Quarters/Dayroom Application

In addition to the application expressed in Paragraph 1, Tables 41 through 52 also apply to dependents, and to Department of the Army essential or key civilian personnel authorized to occupy quarters located at an installation IAW appropriate Army Regulations. Table 52.1 applies to unaccompanied soldiers in Grade E-7 and above who opt to live in private rental housing in US overseas and foreign areas and unaccompanied soldiers of all grades who reside in private rental housing in US overseas and foreign areas due to non-availability of government controlled unaccompanied personnel housing. Allowances will be limited to conform to those of military personnel of comparable status (see tables in AR 210-50). Allowances established herein for enlisted quarters in a trainee facility are also applicable to cadet quarters at the United States Military Academy unless otherwise indicated. Tables 41 through 52 are only applicable to federally supported ARNG training sites and further restricted to those activities on the facilities inventory and stationing plan (FISP) shown as entitled training site contract (TSC) support for barracks, dayrooms, BOQ, and BEQ. Requests for exceptions should be submitted to HQDA (NGB-ARL), Washington, DC 20310-2500.

a. OMA funding for recreational housing (Table 49) is charged to morale support (G3000 account). Table 49 applies only to recreational housing located on installations designated as remote and isolated in AR 215-1.

b. The items listed herein apply on a "per room" basis regardless of the number of rooms. In instances where a single living room area exceeds 488 square feet, or dens and studies exist, additional living room or dinette furniture will be supplied subject to approval by the commanding officer.

c. The items listed herein for dayrooms apply to those dayrooms measuring approximately 775 square feet for parent units; no size requirement applies to isolated units. In those instances where a dayroom exceeds this square footage and serves more than 120 persons, additional quantities may be provided subject to the approval of the installation commander.

d. Allowances prescribed for the guesthouse infant formula kitchen, lounge, and nursery are restricted to those facilities authorized and utilized for active duty military personnel and their dependents.

e. Tenant USACIDC units located on host installations will be authorized dayroom / lounge type facilities under the following criteria:

(1) Units whose troops are billeted in the same building in which the field office or resident agency is located will be authorized dayroom facilities to include; recreational items of equipment WAB regional commander.

(2) The field office or resident agency whose troop units are not billeted in the same building will be authorized lounge type facilities, less recreational items of equipment.

f. In mixed use buildings such' as orderly rooms located in barracks, items listed herein are only authorized IAW the basis of issue for the specific functional area identified. The same floor space or individuals occupying a building cannot be used for more than one authorization.

16. Recreation and Family Support

Tables 53 through 59 prescribe the allowances of non expendable furnishings and equipment normally used in recreation and family support programs except for certain types of furnishings and equipment which are reflected in other tables as follows: office type furniture and furnishings - Table 39; physical security - Table 40; recreation housing type items - Table 49; miscellaneous type items - Table 63; and library peculiar items - Table 65.

a. The high cost of recreation and family support facilities and equipment requires a considerable investment of Army funds. For this reason, equipment for these programs may be obtained by transfer of DoD excess or surplus equipment from disposal officer's accounts under provisions of AR 725-50. Equipment drawn from military surplus will be returned thereto upon completion of requirement, under provisions of same regulations.

b. Items of equipment authorized in Tables 53 through 59 and procured with appropriated funds, which are checked out by authorized personnel, are not "Items for Rent" under limitations prescribed in element of Expense 17, appendix C, AR 215-1. Although charges are imposed when recreation and family support items of equipment are checked out, these are service charges required to defray the nonappropriated fund costs incurred in providing various recreation and family support activities. If any item of equipment listed in Tables 53 through 59 is to be used as "Item for Rent", the listed item will be used only as a guide not as an authorization and this "Item for Rent" must be procured with nonappropriated funds.

c. Requisitions for nonstandard/noncatalogued food service equipment will be prepared in MILSTRIP format and submitted through the supporting Supply Support Activity (SSA) for technical review, evaluation, and disposition action. As much detailed description data and supplementary information as possible should be provided in the preparation of requisition documents for nonstandard noncatalogued food service equipment. If a particular item of equipment is required for compatibility purposes, indicate that "substitutes are not acceptable" and explain in detail. The provision of accurate and detailed information will facilitate subsequent processing and filling of equipment requisitions, as well as insuring that the proper item of equipment is purchased.

d. Items of nonstandard/noncatalogued equipment, other than food service, identified by a line item

number ending with "N" or "R ", are authorized for local purchase by the installation commander within the provisions of the Federal Acquisition Regulation. Commanders will select the most cost effective type of equipment that satisfies their requirement from the GSA Federal Supply Schedule, if possible, before authorizing that items be purchased locally.

e. Sports uniforms (men's, women's, and children's / youth) other than ensemble athletic man's and woman's, authorized in CT A 50-900, will be considered durable items of equipment. Appendix A, CTA 50-970 provides guidance pertaining to authorization of expendable / durable items in instances where it is impractical to compile meaningful bases of issue. For clothing, special purpose, use FSC 8415; and for footwear, use FSC 8430 (male) and FSC 8435 (female). For the unit level intramural program, recreation and family support activities will be responsible for requisitioning, issuing, and accountability of a minimum of eight different colored sets of numbered intramural vests (15 vests in each set). (Small installations, depots, and stations may adjust this requirement to fit their needs.) These vests are to be available for issue to units in the intramural program who do not have their own vests and/or jerseys. Within existing capabilities, recreation and family support activities will provide all uniforms for the installation level sports programs and the youth services individual and team sports programs. This also pertains to items such as shin guards, facemasks, mitts, and all sports balls not specifically listed;

f. The generic nomenclature utilized for many nonadopted recreation and family support items in Tables 53 through 59 permits acquisition of appropriate variations of items where peculiar characteristics are required for the performance of specific functions. This provides the user with the opportunity to acquire whatever is necessary and available to satisfy specific requirements.

g. Youth Services (YS) programs, under provisions of AR 5-3, Standard Installation Organization (SID) are part of the Family Support Directorate at installation level. Tables 53 and 55 are to be used by the YS program to support normal facility and program operations where applicable. The YS is authorized to expend Procurement Appropriations (P A) dollars for procurement of those items.

h. This CTA applies only to MWR Activities in Category "A" or "B", and those located on installations designated as remote and isolated in AR 215-1.

17. Community Recreation Arts and Crafts Program

The Allowance columns for Arts and Crafts Facilities and Auto Crafts Shops are as follows:

- a. A - 0 to 3,400 square feet, arts and crafts facility
- b. B - 3,401 to 7,200 square feet, arts and crafts facility
- c. C - 7, 201 to 11, 000 square feet, arts and crafts facility
- d. D - 11,001 to 20,000 square feet, arts and crafts facility
- e. E - 20,001 square feet and over, arts and crafts facility
- f. F - 1 to 4 auto stalls/bays, auto crafts shop
- g. G - 5 to 8 auto stalls/bays, auto crafts shop
- h. H - 9 to 12 auto stalls/bays, auto crafts shop
- i. I - 13 to 16 auto stalls/bays, auto crafts shop
- j. J - 17 to 25 auto stalls/bays, auto crafts shop
- k. K - 26 to 34 auto stalls/bays, auto crafts shop

- I. L - Class, arts and crafts facility/auto crafts shop

18. Family Support Youth Services Programs

The allowance columns for youth services are as follows:

- a. 4A - Up to 250 youth population
- b. 4B - Approximately 9,601 square feet, youth center (251 to 600 youth population)
- c. 4C - Approximately 12,159 square feet, youth center (601 to 1,200 youth population)
- d. 4D - Approximately 14,321 square feet, youth center (1,201 to 2,400 youth population)
- e. 4E - Approximately 19,568 square feet, youth center (2,401 to 4,800 youth population)
- f. 4F - Sports team
- g. 4G - Sports playing/practice field
- h. 4H - Concession stand/snack bar
- i. 4I - Campground
- j. 4J - Playground
- k. 4K - School age/latch key/summer camp programs

19. Community recreation music and theatre program

The allowance columns for Music and Theatre Program Centers / Activities / Facilities are as follows:

- a. 4A - Music Center/Activity
- b. 4B - Theatre Center/Activity
- c. 4C - Performing Arts Center/Activity
- d. 4D - Unit Entertainment Center/Activity
- e. 4E - Dinner Theatre, Cabaret, or similar activity / facility (Note 20)
- f. 4F - Touring Shows
- g. 4G - Other

20. Morale Support Outdoor Recreation Program

The allowance columns for Outdoor Recreation Program Activities are as follows:

- a. 4A - Riding stable
- b. 4B - Shooting sports
- c. 4C - Food service / snack bar

- d. 4D - Travel Camps / Park / Outdoor Area
- e. 4E - Motor sports
- f. 4F - Operations center / equipment center
- g. 4G - Maintenance shop

21. Community Recreation Center Program

The allowance columns for recreation centers are as follows:

- a. 4A - 0 to 2,000 square feet, recreation center
- b. 4B - 2,001 to 5,000 square feet, recreation center
- c. 4C - 5,001 to 10,000 square feet, recreation center
- d. 4D - 10,001 to 15,000 square feet, recreation center
- e. 4E - 15,001 to 20,000 square feet, recreation center
- f. 4F - 20,001 to 25,000 square feet, recreation center
- g. 4G - 25,001 to 30,000 square feet, recreation center
- h. 4H - 30,001 square feet and above, recreation center
- i. 4I - Information, Tickets and Registration (ITR)
- j. 4J – Recmobile / Mobile Program Unit

22. Morale Support Sports Program

The Allowance Columns for Sports Program Facilities are as follows:

- a. 4A - Indoor Sports Facility
- b. 4B - Outdoor Sports Facility
- c. 4C - Water Sports Facility
- d. 4D - Golf Facility (Note 21)
- e. 4E - Bowling Facility (Note 22)

23. Safety

a. Allowances of individual safety equipment authorized herein may be decreased or omitted at the discretion of the local commander when determined to be unnecessary for the administration of the Army Safety Program, except those items authorized herein to TOE units or individuals of TOE units which may be decreased or omitted at the discretion of Major Army Commanders or the Chief, National Guard Bureau.

- b. Individual safety equipment authorized herein will be issued solely on an organizational basis. Only

minimum quantities required on a specific job assignment basis will be requisitioned or procured by using activities or stations.

c. Installation Safety or Health personnel should be contacted for information and advice concerning the proper selection, fit, and use of safety equipment. Also, the generic nomenclature utilized for many nonstandard safety and protective items in Table 60 permits procurement of appropriate variations of items where Peculiar characteristics are required for the performance of specific functions. In these cases professional safety and health personnel will be consulted for the selection of the appropriate safety and protective item to be used, because this must depend upon a careful analysis of the hazards involved.

24. Tentage/Tarpaulins

a. Table 61 serves as a guide to maneuver and field exercise directors in the determination of quantitative Class IV Requirements, and serves as a guide to CONUS, oversea, and/or Task Force Commanders in the determination of quantitative Class IV Requirement in support of operations during peacetime as well as during mobilization.

b. Requirements for housing and storage are inversely proportional to the extent of construction and/or rehabilitation of indigenous facilities affected by the Chief of Engineers for the COMMZ area. To the extent that the Commander, AMC provides tentage for closed type construction, 25 percent of this storage requirement will normally be met through the utilization of the tent general purpose medium and the balance through the utilization of tarpaulins and A-frames.

25. Targets, Target Equipment and Dummy, Inert and Miscellaneous Ammunition

Table 62 provides bases of issue which may be used to requisition and issue targets, target equipment and all items of dummy and inert ammunition listed herein for the support of assigned training missions. It also provides bases of issue which may be used to acquire ammunition in support of activities indicated below. Explosive type ammunition to be utilized for combat or training (except civilian guards assigned to military installations) is not reflected in this table. Training ammunition, including competitive marksmanship program, is provided IAW AR 5-13, training ammunition management system. Expendable / durable targets are authorized in CTA 50-970.

26. Applicability of Table 62:

a. Targets. Target Equipment and Dummy and Inert Ammunition. Table 62 describes the initial allowances of targets, target equipment and conventional supply class V procurement appropriations dummy and inert ammunition for training authorized individuals and units of the United States Army, to include the ROTC and Reserve Components.

b. Miscellaneous Ammunition.

(1) Disposal activities - Destruction of duds and elimination of hazards on ranges.

(2) Emergency signals - Authorized for emergency signaling and marking purposes.

(3) Environmental Hazard Control-Relief of hydraulic pressure for flood control; prevention of natural disasters, to include avalanche control.

(4) Guard Duty - Authorized for military or civilian guards, as appropriate, for protection of US Government property and for training civilian guards assigned to military installations, to include prisoner guards.

(5) Installations - Installations in Continental United States and similar oversea installations.

(6) Military Interments - Appropriate military honors at graveside.

(7) Rock Quarry Operations - Allowances for use in support of Rock Quarry Operations as specified herein.

(8) Saluting - Appropriate military honors at ceremonies; reveille and retreat firing.

(9) Site Security - Authorized for use by selected units to support site security mission.

(10) State Security - Quelling civilian disturbances by use of the National Guard (State Guard, where applicable).

(11) US Army Criminal Investigation Command - Operational allowances for special investigators.

(12) US Army Parachute Team - Authorized team for use in DoD programmed demonstrations and training.

(13) USMA Clubs - Authorized for use by USMA military affairs and parachute clubs as indicated herein.

(14) Weapons Calibration - Authorized calibration firing.

(15) Weapons Test (repair and overhaul) - Test of weapons after repair, overhaul, or renovation.

(16) Wildlife Protection and Rodent Control - Elimination of predatory wildlife and destructive rodents.

(17) Installation Special Reaction Team (SRT) - For use in containing and/or neutralizing a special threat to the installation.

(18) Military Police - For use as operational ammunition when performing guard, police patrol, or investigative duties.

(19) Explosive Ordnance Disposal - For use as operational load when performing routine EOD disposal operations and high priority contingency missions.

c. Unless otherwise indicated, allowances in Table 62 are the maximum that may be on hand at anyone time. Allowances herein will not be regarded as authority for automatic issue. Issues within the allowances will be governed by availability, regulated by commanders, and will be strictly confined to amounts necessary for the purposes listed herein.

d. Unit allowances are for company size units unless otherwise designated. Units of less than company size are authorized one-half of the allowances authorized for company size units.

e. If, at any time, full allowance is not available, installation stocks will be pooled and rotated so that all may receive maximum advantage from its use.

f. Units and/or activities equipped with caliber .30 weapons are authorized to requisition and expend ammunition based on the 7.62MM allowances contained in this Table.

g. Commanders will continuously review ammunition expenditures governed by the allowances contained herein to ensure that requirements are kept to the minimum consistent with effective accomplishment of the missions indicated.

h. Programming data required by the CG, AMC to convert the allowances of each item in this Table into quantitative requirements for a specified period of time will be obtained, as required, from MACOM and DA agencies concerned by direct coordination.

27. Vessels

a. Table 64 applies to US Army vessels documented in TOE/ MTOE/TDA. See Appendix G for complete description of these vessels.

b. This table may be used as authority to requisition and issue nonexpendable non-DA controlled items not included herein, if required by Code of Federal Regulation to be on board in the area in which the vessel is assigned. In the interest of efficiency and supply economy, installation and port commanders are authorized to remove these items when the vessel is reassigned to areas not requiring same. Items removed will be rotated to newly assigned vessels to the maximum practical extent.

c. The Army Commander and/or Theater of Operations commander will provide for the installation of electronics communication and navigation equipment.

28. Vessel Allowances

Allowances in Table 64 are by vessel type. The allowance column for the applicable vessel is as follows:

- a. 4A - Amphibious Lighters
- b. 4B - Barges, Reefer, Nonpropelled
- c. 4C - Barges, Liquid and Dry Cargo, Nonpropelled
- d. 4D - BD Type Vessel
- e. 4E - T Type Vessel
- f. 4F - LCU (2000 Class)
- g. 4G - FB Type Vessel
- h. 4H - LSV Type Vessel
- i. 4I - J Type Vessel
- j. 4J - LCM Type Vessel
- k. 4K - LCU (1466 Class)
- l. 4L - LT Type Vessel
- m. 4M - Q Type Vessel
- n. 4N - ST Type Vessel
- o. 4O - LT (800 Class)
- p. 4P - LCU (1600 Class) and 1466A (Modernized)
- q. 4Q - FMS
- r. 4R – SLWT

29. Libraries

Table 65 applies to all libraries Army-wide. This includes appropriate equipment for morale support (to include hospital patient libraries), technical, academic, music, law, and medical libraries. In addition to the allowances of nonexpendable equipment in this table, normally used in libraries; certain types of furnishings and equipment are reflected in other tables of this CTA, as follows:

- a. Office Furniture and Furnishings - Table 39.
- b. Miscellaneous -- Table 63.

30. Library Allowances

The allowance columns for libraries are as follows:

- a. 4A - Morale Support
- b. 4B - Academic and Technical
- c. 4C - Music
- d. 4D - Law
- e. 4E – Medical

31. Library Requirements

For items authorized "per library requirement" or "per library", the BOI includes library service center and reference center requirements.

32. Club Systems

a. Tables 69 through 71 provide equipment for which appropriated fund expenditures are authorized. This authorization is only applicable for Army military open messes / clubs located on installations designated as remote and isolated in AR 215-1. Allowances are listed in Tables 69 through 71 as follows:

(1) Table 69 (Kitchen) prescribes authority for kitchen, auxiliary and food storage, cafeteria service, and short-order furnishings and equipment.

(2) Table 70 (Dining area) prescribes authority for dining areas.

(3) Table 71 (Common support areas) prescribes authority for other areas supporting the food service operation (Note 1).

b. Allowances for items identified by nonstandard numbers are authorized for commercial procurement. Such items should, whenever possible, conform to appropriate national standards (i.e., National Sanitation Foundation (NSF); Underwriter's Laboratory (UL); the National Fire Code (NFC)). Nonstandard numbers are distinguished from standard line item numbers by the position of the alpha character: 67821A is nonstandard; A67821 is standard.

c. Allowances for items with "per requirement" basis of issue are determined locally within regulatory guidance (such as Federal Acquisition Regulation, Federal Property Management Regulation, Defense Acquisition Circular, Army Federal Acquisition Regulation, Supplement, and Federal Supply Schedules), Actual Requirements, and availability of funds.

d. Acquisition of applicable repair parts, accessories, special tools, and components is authorized IAW

paragraph 7G, this CTA.

e. If the voltage, plumbing, hook-up, or utility (i.e., electric, gas, oil) characteristics of items authorized herein do not correspond to the utility, plumbing, and mechanical layout of the building of installation, authority to substitute for comparable items is granted, when authorized by the installation commander. However, substitutions which do not conform to form, fit, and functional requirements are not authorized. To the extent possible, users are encouraged to maximize the compatibility of food service equipment to maintain a suitable and uniform production line, consistent with the facility's space plan requirements. All items procured should complement the facility's decor and design package. For line items being reviewed for local J purchase, considerations should include availability of local support services (i.e., maintenance and replacement parts).

f. The cost of custom-made items (dictated by the technical, decor, and space requirements of a particular facility) will vary according to such considerations as width and type of fabric, size and amount of material used, and type of construction (Note: 6).

g. Appropriate GSA Federal Supply Schedules will be used for procurement of non-food service furnishings, fixtures, and equipment authorized for local purchase.

h. In addition to allowances of nonexpendable equipment in Tables 69 through 71, certain allowable items may be reflected in other tables.

i. Users are also authorized to requisition applicable items in CTA 8-100, Army Medical Department expendable/durable items; CTA 50-900, clothing and individual equipment; and CTA 50-970, expendable items.

33. Museums and Historical Holdings

a. Table 72 applies to all Army, National Guard, and Reserve Museums and historical holdings with full-time staff, civilian or military, having a minimum of 2,000 square feet of combined exhibit space and peripheral areas and/or a collection of 500 or more historical properties. It applies only to appropriated fund procured equipment and not to historical properties. Historical properties are authorized and accounted for under the provisions of AR 870-20 and NGR 870-20. In addition to the allowance of nonexpendable equipment in this table, certain types of furnishings and equipment are reflected in other tables as follows:

(1) Office Furniture and Furnishings -Table 39

(2) Physical Security -Table 40

(3) Safety - Table 60

(4) Miscellaneous-Table 63

b. Because of special exhibit, storage, and conservation requirements, it is often necessary for museums and historical holdings to purchase special types of furnishings and equipment, not otherwise authorized by this CTA or listed in GSA supply catalogs or schedules; on a sole-source basis. Any problems concerning requirements for such specialized equipment should be forwarded directly to HQDA (DAMH-HSP), Washington, DC 20314-0200 for assistance.

c. Issue of equipment listed in Table 72 is authorized only where a requirement for such equipment can be demonstrated. Any problems concerning such requirements should be forwarded directly to HQDA (DAMH-HSP), Washington, DC 20314-0200 for assistance.

34. Special Ceremonial Units

a. Table 73 applies to special ceremonial units designated in paragraph 2-76, AR 71-13, and the 3d Infantry (The Old Guard).

b. Items of nonstandard / noncataloged equipment identified by a line item number ending with "N" or "R" are authorized for local purchase by the installation commander within the provisions of the Federal Acquisition Regulation. Commanders will select the most cost effective type of equipment that satisfies their requirement from the GSA Federal Supply Schedule, if possible, before authorizing that items be purchased locally.

c. The generic nomenclature utilized for many non-adopted in Table 73 permits acquisition of appropriate variations of where peculiar characteristics are required for the performance of specific functions. This provides the user with the opportunity to acquire whatever is necessary and available to satisfy specific requirements.

d. Clothing, accouterments, and other equipment for special ceremonial units authorized by CTA 50-900.

35. Commissary Stores

Commissary stores are deleted as no longer applicable to U.S. Army. Commissary stores are now operated by HQ Defense Commissary Agency.

Table 74 - Commissary Store Allowances - Deleted. See paragraph 35.

36. Information Mission Area (IMA)

a. Table 75 prescribes allowances of Information Management Equipment (IME) with a unit cost below \$15,000 for units / activities that normally operate at the functional user level (Tier 3). Except where noted and IAW paragraph 2-6b, AR 25-1, equipment listed herein may be requisitioned within authorized allowances. All requests must be validated by the DCSIM / DOIM prior to submission. This would also include single purpose information system equipment either specifically designed or modified and embedded as an integral part or component of a non-information system. This level provides direct support processes like office automation and direct decision support systems; such as, office copier, telephone, micro-computer, or terminal and computer which is embedded in a piece of medical equipment.

b. Refer to the provisions of AR 25-1, The Army Information Resources Management Program, before planning or executing programs for the acquisition of equipment authorized by this table. Certain types of equipment continue to require additional approval.

c. Special instructions:

(1) For definitive instructions, units/activities/individuals should contact their unit information management office or the local information management office for assistance.

(2) Army National Guard units / activities may use this table for retention of items on hand. Acquisition by ARNG of Automation Equipment (AE) and Automated data Processing Equipment (ADPE) from federally funded sources requires prior approval from Chief, National Guard Bureau Information Management Agency, Attn: NGB-IMA-B, 4501 Ford Avenue, Alexandria, VA 22302-1449.

d. Items listed herein are not intended to be part of any centrally managed systems that must be acquired with OPA funds. As in the case with all CTA authorized equipment, these items can only be procured with OMA funding.

37. Judge Advocate General's Corps

a. This table applies to Army JAGC offices outside the National Capital Region and those within the Region which are not serviced by the Defense Supply Services-Washington.

b. Refer to the following regulations before planning or executing programs for acquisition of the described equipment authorized by this table: DA Pam 25-1-1 (para 9-9) (Filing Equipment), AR 25-51 (Official Mail and Distribution Management), AR 25-30 (Copying Equipment), and AR 25-1 (Microforms Equipment).

c. Additional abbreviations for this table are: OSJA-Office of the Staff Judge Advocate, i.e., installation Staff Judge Advocate's Office; SJA Office-Division Staff Judge Advocate's Office; DSJA-Deputy Staff Judge Advocate's Office; Branch-Section/Branch Office, i.e., Claims, Military Justice, Legal Assistance; SJA-Staff Judge Advocate. Regional Trial Defense Service Offices will be considered equivalent to OSJA for the purposes of this CTA. Trial Defense Service Offices will be equivalent to a Branch, unless otherwise stated.

d. This table does not preclude the use of other applicable tables and CTAs. Additional authorizations are contained in the following:

- (1) Expendable/Durable Items - CTA 50-970
- (2) Information Mission Area Equipment -Table 75
- (3) Judge robes - CTA 50-900

Appendix A References

Section I Required Publications

AR 5-13

Training Ammunition Management System Test Set. (Cited in para 25.)

AR 25-1

The Army Information Resources Management Program. (Cited in note 1,2, and 56 of Table 75.)

AR 25-30

The Army Integrated Publishing and Printing Program. (Cited in para 14, notes 3 and 18 of Table 39, notes 38 and 39 of Table 39, note 6 of Table 59, note 6 of Table 65, and notes 4,31, and 58 of Table 75.)

AR 25-51

Official Mail and Distribution Management. (Cited in para 14.)

AR 30-18

Army Troop Issue Subsistence Activity Operating Procedures. (Cited in note 8 of Table 52.)

AR 40-5

Preventive Medicine. (Cited in note 4 of Table 9, note 10 of Table 23, and note 2 of Table 71.)

AR-61

Medical Logistics Policies and Procedures. (Cited in para 13.)

AR 71-13

The Department of the Army Equipment Authorization and Usage Program. (Cited in paras 1,4, and 34, notes 8 and 9 of Table 4, note 24 of Table 39, and note 4 of Table 76.)

AR 190-13

The Army Physical Security Program. (Cited in note 1 of Table 40.)

AR 210-50

Housing Management. (Cited in para 15 and note 27 of Table 52.)

AR 215-1

Administration of Morale, Welfare, and Recreation Activities and Nonappropriated Fund Instrumentalities. (Cited in paras 16 and 32.)

AR 380-19

Information Systems Security. (Cited in note 29 of Table 75.)

AR380-40

Policy for Safeguarding and Controlling COMSEC Information. (Cited in note 6 of Table 40.)

AR 415-15

Military Construction, Army (MCA) Program Development. (Cited in note 7 of Table 4.)

AR 420-17

Real Property and Resource Management. (Cited in note 10 of Table 9 and note 8 of Table 59.)

AR 420-70

Buildings and Structures. (Cited in para 13.)

AR 710-2

Supply Policy Below the Wholesale Level. (Cited in para 4, note 10 of Table 9, note 21 of Table 39, note 8 of Table 59, and note 15 of Table 75.)

AR 710-3

Asset Transaction Reporting System. (Cited in note 35 of Table 75.)

AR 725-50

Requisitioning, Receipt, and Issue System. (Cited in paras 9 and 16.)

AR 735-5

Basic Policies and Procedures for Property Accounting. (Cited in note 15 of Table 9.)

AR 750-43

Army Test, Measurement and Diagnostic Program. (Cited in note 2 of Table 4, note 15 of Table 59, note 15 of Table 63, and note 1 of Table 66.)

AR 870-20

Museums and Historical Artifacts. (Cited in para 33.)

CTA 8-100

Army Medical Department Expendable/Durable Items. (Cited in paras 4 and 32.)

CTA 50-900

Clothing and Individual Equipment. (Cited in paras 16, 32, 34, and 37, note I of Table 52, and notes 5 and 13 of Table 60.)

CTA 50-970

Expendable/Durable Items (Except: Medical, Class V, Repair Parts, and Heraldic Items). (Cited in paras 4, 16, 25, 32, and 37, notes 15, 16, and 27 of Table 52, and note 2 of Table 63.)

DA Pam 25-1-1 (Para 9-9)

Installation Information Services. (Cited in note 11 of Table 9, note 14 of Table 39, note 8 of Table 40, note 5 of Table 65, note 4 of Table 67, note 7 of Table 72, and note 1 of Table 76.)

DODI 1015.5

DOD Student Meal Program. (Cited in para 9.)

FM 10-500-Series

Airdrop of Supplies and Equipment. (Cited in Table 1.)

FM 55-450-2

Army Helicopter Interior Load Operations. (Cited in Table 1.)

FM 55-450-3

Multiservice Helicopter External Air Transport: Basic Operations and Equipment. (Cited in Table 1.) .

FM 55-450-4

Multiservice Helicopter External Air Transport: Single Point Rigging Procedures. (Cited in Table 1.)

FM 55-450-5

Multiservice Helicopter External Air Transport: Dual Point Load Rigging Procedures. (Cited in Table 1.)

TM 5-4220-202-14

Maintenance Instructions with Breakdown: USAF Flotation Equipment. (Cited in note 14 of Table 60.)

TM 10-1670-208-20&P

Organizational Maintenance Manual Including Repair Parts and Special Tools Lists for Platforms, Type II Modular and LAPES / Airdrop Modular. (Cited in Table 1.)

Section II**Related Publications**

A related publication is merely a source of additional information. The user does not have to read it to understand this publication.

AR 11-28

Economical Analysis and Program Evaluation for Resource Management

AR 30-7

Operational Rations

AR 40-4

Army Medical Department Facilities/Activities

AR 71-31

Management System for Tables of Organization and Equipment

AR 165-1

Chaplain Activities in the United States Army

AR 190-11

Physical Security of Arms, Ammunition, and Explosives.

AR 195-5

Evidence Procedures

AR 210-12

Establishment of Rental Rates for Quarters Furnished Federal Employees

AR 210-130

Laundry and Dry Cleaning Operations

AR 215-2

The Management and Operation of Army Morale, Welfare, and Recreation Programs and Nonappropriated Fund Instrumentalities

AR 310-25

Dictionary of United States Army Terms

AR 310-49

The Army Authorization Document System (TAADS)

AR 310-50

Authorized Abbreviations and Brevity Codes

AR 380-5

Department of the Army Information Security Program

AR 385-10

The Army Safety Program (chapter 6, Protective Clothing and Equipment Program) .

AR 420-55

Food Service and Related Equipment

AR 608-1

Army Community Service Program

AR 708-1

Cataloging and Supply Management Data

AR 746-1

Packaging of Army Materiel for Shipment and Storage

AR 840-10

Flags, Guidons, Streamers, Tabards and Automobile and Aircraft Plates

SB 700-20

Army Adopted/Other Items Selected for Authorization/List Reportable Items

TB 43-0002022

Maintenance Expenditure Limits for FSC Group 73, FSC Classes 7310, 7320, 7330, and 7360

Section III Prescribed Forms

There are no entries in this section.

Section IV Referenced Forms

There are no entries in this section.

Appendix B Deployable TOE / TDA Mission Related Equipment

B-1. CTA items of equipment which are mission related to all TOE units or deployable TDA activities Army-wide are considered to be unit property. As such, these items are deployable with the unit / activity upon permanent change of station. This is an exception to the rule that CTA equipment is considered to be installation property which commanders of TOE units or deployable TDA activities are prohibited from moving upon change of station. Except for the types and items of CTA equipment listed below, MTOE units and deployable TDA activities will turn in CTA equipment prior to departing the old station and will request issue as required at the new station. Additions to this list will be approved by US Army Force Management Support Agency (MOFI-FMA) as the agent of HQDA G3 (DAMO-FD), Fort Belvoir, VA 22060-5587, and recommendations therefore will be submitted IAW paragraph 5-5, AR 71-13. See CTA 8-100, CTA 50-900, and CTA 50-970 for additional items.

B-2. All adopted items indicated below are deployable by TOE units or, when applicable, by deployable TDA activities:

- a. Equipment with notes indicating that they are nonrecoverable items of individual equipment or that they will remain unit accountable property.
- b. Air delivery/air drop equipment (Table 1).
- c. Tentage, tarpaulins, liners and related items (Table 61).
- d. Army vessel equipment (Table 64) including food service items for vessels (Table 21).

B-3. The balance of this appendix lists individual items of equipment in other tables which are deployable by TOE units.

TableB-1 Deployable TOE/TDA Mission Related Equipment

<u>LIN</u>	<u>Table</u>
A95703	59
B15277	39/63
C19503	60
C19640	60
C19777	60
C40496	61
C49039	39
C50271	63
C52601	63
C52669	62

Table B-1
Deployable TOE/TDA Mission Related Equipment-Continue

C52875	63
D41582	75
D64865	39
D81537	60
D90901	3
D91244	3
D91312	3
E10972	22/30
E11109	22/30
E33768	63
E39419	39
E49207	39
E49481	39
E57351	60
G45117	75
G51063	75
H22259	60
H42205	39
H42720	40
H42724	40
H42737	40
H42927	40
H83817	22
K25479	38/63
K25943	63
K25964	54/63
L53233	75
M76314	60
M78317	60
N17818	75'
N57705	63
N57842	63
N57979	63
N65895	40
P28855	80
P98462	80
Q12722	40
Q12859	40
Q13030	40
R75709	5/61
S27001	40
S27131	40
S29497	60
S40645	75
S43080	63
S58674	61
S83189	5
S83600	5
S84422	5
T94078	2/38/59
U32924	63
U33071	63
U33208	63

U33345	63
U33482	63
U33619	63
U34941	39
U43866	22
V03354	75
V05712	22
X65121	63
X65258	63
X65395	63
X65532	63
Y03820	75
YO3821	75
47026N	63
47027N	63
47028N	63
47029N	63
47046N	63
47047N	63
47048N	63
47049N	63
47050N	63
47051N	63
47052N	63
47053N	63
47054N	63
47055N	63
47056N	63
47057N	63
47058N	63
47059N	63
47082N	60
47093N	60
63009N	60
70073N	75
70141N	75
70209N	75
70210N	75
70214N	75
70215N	75
70223N	75
70224N	75
70225N	75
70233N	75
70235N	75
70236N	75
70239N	75
90053N	39
90054N	39
90055N	39
90056N	39
90057N	39
90058N	39
91625N	39
91626N	39
91627N	39

91628N	39
91629N	39
91630N	39
91928N	39
92025N	75
92026N	75
92027N	75
92372N	75
92374N	75
92728N	39
93337N	39
93348N	60
94154N	3
94920N	75
96347N	53
97360N	66
98467N	39
98468N	60
98471N	60
98472N	39
98526N	63
98535N	2/38/59
98629N	75
98987N	75
99002N	39
99005N	39
99100N	39
99172N	39
99219N	75
99220N	75
99221N	75
99266N	75
99639N	75
99640N	75
99669N	75

Appendix C

Typewriters

C-1. DOD procurement policies require the services to purchase supplies and equipment at prices calculated to result in the lowest ultimate over-all cost to the Government-price, quality, and other factors considered. Procurement policies also dictate that Army elements requisition/procure the make and model equipment that best satisfies their minimum essential needs. In addition, multiple sources are provided in the GSA Federal Supply Schedules to prevent sole source acquisition and should be utilized.

C-2. In the past, requirements by Army for special features electric/electronic typewriters have been overstated, resulting in unnecessary increased costs. These features are often considered "nice-to-have" but are not fully utilized by the operator in the day-to-day workload and accomplishment of the over-all mission of an office. Therefore, requests for features in excess of the basic item description must be fully justified.

C-3. Commanders (purchasing/contracting officers) will select from the appropriate GSA Federal Supply Schedule the most effective make and model of electric or electronic typewriter at best satisfies the operator's minimum actual needs. Acquisition will be limited to those prices calculated to result in the lowest ultimate cost to the Government-price, quality, dependability, and other features considered.

Lowest price should not be the sole determining factor for acquisition. To insure that requirements for electric and electronic typewriters (LIN 99001N, 99002N, 99002N, and 99172N) are not overstated and that special features will be utilized, justification statements citing reason for need and benefits expected will accompany requests for equipment/features identified in paragraphs C-5 and below. The head of the activity initiating the purchase request will sign statements. Commanders (or designated representatives) having Jurisdiction over the requesting activity will review and approve the request prior to forwarding to the purchasing office for acquisition.

C-4. Electronic typewriters vary widely in features and capabilities. Activities desiring electronic typewriters and contracting officers procuring electronic typewriters are encouraged to consult with their local information management office for assistance in identifying need for special features.

C-5. Requests for type bar electric typewriters (LIN 99001N) with features in excess of standard item description will be justified as out- lined in paragraph C-2 and C-3 above. The following daily utilization percentages are the minimum required for each feature.

- a. Paper capacities in excess of 13.5 inches-55 percent.
- b. Type styles other than standard pica or elite (acquisition of other than standard type styles will result in permanent use of the requested type style)-55 percent
- c. Decimal tab keys or statistical keyboard-55 percent.
- d. Special platens--45 percent.
- e. Optical character reader capability-45 percent.

C-6. Requests for electric/electronic typewriters with features in excess of standard item description will be justified as outlined in C-2 and C-3above. The following daily utilization percentages are the minimum required for each feature

- a. Column manipulation-5 percent of workload is statistical columns.
- b. Page storage (up to 5 pages)-10 percent of workload is narrative typing subject to author revision.
- c. Format storage-10 percent of workload is forms preparation.
- d. Wide carriage (line length longer than 13.5 in)-50 percent.

Appendix D Components Lists

D-1. A few items of commercial nonstandard sets, kits, and outfits are authorized in this CTA by a generic nomenclature. In order to more accurately describe these items, the typical minimum components are listed below.

D-2. NSLIN 63050N, Kit: Cannon Bore Cleaning Water, consists of the following components:

- a. Bore cleaning tool
- b. 50-ft pressure hose.
- c. 23-ft pressure hose
- d. Collapsible brush

- e. Engine degreasing wand
- i. Bore drying and oiling plunger.
- g. 5-gal pail engine degreaser
- h. 1 set replacement brushes

D-3. NSLIN 94698N, Kit casting: Rubber/Plaster, consists of-the following components:

- a. 1 Plastic case w/lid & foam, part No. PCD4DDD1
- b. 1 Powdered talc, 2 oz, part No. PCD4DDD3
- c. 1 Dust & dirt hardener aerosol, part No. PCD4DDD4
- d. 1 Silicone release agent, part No. PCD4DDD5
- e. 1 Casting frame, part No. PCD4DDD6
- f. 1 Collapsible water container, 1 gal, part No. PCD4DDP8
- g. 1 Plastic water bottle, 24oz, part No. PCD4DDD9
- h. 1 Syringe, suction, part No. PCD4DDDI0
- i. 1 Tweezers, 4", part No. PCD4DDD11
- j. 1 Scissors, 6", part No. PCD4DDD12
- k. 1 Instruction sheet, part No. PCD4DDD13
- l. 1 Silicone rubber catalyst, part No. ANPN-3
- m. 1 Bowl, part No. ANPN-1
- n. 1 Spatula, part No. ANPN-2
- o. 1 Plaster, dental stone, 35 lb box, NSN 6520-00-557-7015
- p. 1 Depressors tongue wood 100/pk, NSN 6515-00-324-5500
- q. 1 Plastic bags, 12X 12, 500/box, NSN 8105-00-837-7757

D-4. NSLIN 95169N, Military Loaner Kit: Place Settings of 4, consists of the following components.

- a. 4Bowls
- b. 4 Cups
- c. 4 Bread and butter plates
- d. 4 Dinner plates
- e. 4 Saucers

- f. 1 Oval 12" serving platter
- g. 1 Vegetable serving bowl
- h. 4 Dinner forks
- i. 4 Dinner Knives
- j. 4 Teaspoons
- k. 1 Cutlery tray
- l. 4 Water glasses
- m. 1 Cutting board
- n. 1 Dish drainer
- o. 2 Hot pads
- p. 1 Metal measuring cup
- q. 1 Metal measuring spoon set
- r. 1 Metal can opener
- s. 1 Metal cooking fork
- t. 1 Paring knife
- u. 1 Utility knife
- v. 1 Metal peeler
- w. 1 Long metal turner
- x. 1 Plain metal spoon
- y. 1 Metal 10-1/2" skillet
- z. 1 Metal steamer/colander
- aa. 1 Metal 2-1/2" quart sauce pan w/lid
- bb. 1 Metal 6 quart stockpot w/lid
- cc. 1 Metal 2 quart mixing bowl
- dd. 1 Metal heavy duty trunk
- ee. 1 Laminated inventory

D-5. NSLIN 95168N, Military Loaner Kit: Place Settings of 8, consists of the following components:

- a. 8 Bowls

- b. 8 Cups
- c. 8 Bread and butter plates
- d. 8 Dinner plates
- e. 8 Saucers
- f. 1 Oval 12N serving platter
- g. 1 Vegetable serving bowl
- h. 8 Dinner forks
- i. 8 Dinner knives
- j. 8 Teaspoons
- k. 1 Cutlery tray
- l. 8 Water glasses
- m. 1 Cutting board
- n. 1 Dish drainer
- o. 2 Hot pads
- p. 1 Metal measuring cup
- q. 1 Metal measuring spoon set
- r. 1 Metal can opener
- s. 1 Metal cooking fork
- t. 1 Paring knife
- u. 1 Utility knife
- v. 1 Metal peeler
- w. 1 Long metal turner
- x. 1 Plain metal spoon
- y. 1 Metal 10-1/2" skillet
- z. 1 Metal steamer/colander
- aa. 1 Metal 2-1/2" quart sauce pan w/lid
- bb. 1 Metal 6 quart stockpot w /lid
- cc. 1 Metal 2 quart mixing bowl

dd. 1 Metal heavy duty trunk

ee. 1 Laminated inventory

D-6. NSLIN 97352N, Recreation Kit: Game Equipment TY SZ AA, consists of components that will be determined by the needs of the individuals being served, components and quantities may be the same or similar to components in NSLIN 96347N, Small Game Kit, but are not limited to these components or quantities.

D-7. LIN R51317, Recreational Kit: Athletic, consisting of the following components:

a. 2 Balls, soccer

b. 36 Baseballs

c. 4 Bats, baseball

d. 8 Bats, softball

e. 2 Footballs

f. 8 Gloves, baseball, fielders

g. 4 Gloves, fighting 14oz (set)

h. 2 Guards head boxers

i. 1 Guard, leg, baseball (pr)

j. 1 Horseshoes set

k. 4 Masks catchers

l. 1 Mitt, baseball, catcher

m. 2 Mitts, baseball, first base

n. 1 Mitt, softball, catcher

o. 8 Mouthpieces, boxers

p. 2 Nets, volleyball

q. 2 Protectors, body, catchers

r. 1 Pump, athletic equipment

s. 2 Stakes, horseshoe pitcher

D-8. LIN A95703, Recreational Kit: Multiple Components, consists of the following components:

a. 1 Badminton set, Sport-Craft 48055, or equal.

b.. 2 Footballs (leather), Spalding J4V, or equal.

c. 1 Horseshoe set, Sport Craft 08038, or equal.

- d. 1 Inflator, Sport Craft 23954, or equal.
- e. 2 Soccer Balls, Spalding 61718 Giorgio, or equal.
- f. 6 Softball bats, Wilson 43-2043 round-tripper, or equal.
- g. 1 Softball catcher's mask, Wilson A9914, or equal.
- h. 3 Softball gloves (left hand player), Wilson A9822, or equal.
- i. 9 Softball gloves (right hand player), Wilson A9820, or equal.
- j. 6 Softballs, Dudley SB 12LRF restricted flight, or equal.
- k. 1 Volleyball (molded leather), Spalding 61-769 elite" or equal.
- l. 1 Volleyball net, Spalding 66-705, or equal.

D-9. NSLIN 96347N, Small Game Kit, consists of the following components:

- a. 1 Backgammon set, Cardinal, or equal. .
- b. 2 Chess-checker travel sets, E.S. Lowe 842, or equal.
- c. 1 Cribbage board w/pegs, Milton Bradley, or equal.
- d. 1 Box dice, 5/8 inch catalin, 12 per box, Cardinal, or equal.
- e. 1 Set dominoes, catalin or plastic, Milton Bradley, or equal.
- f. 1 Frisbee, 10 inch.
- g. 1 Box game chips, 1½ inches in diameter, 100 per box, E.S. Lowe 711, or equal.
- h. 1 Monopoly, Parker Brothers.
- i. 6 Decks playing cards, bridge, "Bicycle," or equal.
- j. 4 Decks playing cards, pinochle, "Bicycle," or equal.
- k. 1 Puzzle, 15 inch, Milton Bradley, or equal.
- l. 1 Scrabble set, S & R, or equal.
- m. 1 Yahtzee, Milton Bradley.
- n. 1 Book: "Backgammon Book"-Oswald Jacoby.
- o. 1 Book: "Chess in 10 Easy Lessons"-Larry Evans.
- p. 1 Book: "Complete Book of Solitaire & Patience Games"-Albert H. Moorehead.
- q. 1 Book: "Official Rules of Card Games"-Edited by Albert H. Moorehead.
- r. 1 Book: "Scrabble Word Guide"-Jacab S. Orleans & Edmund Jacobson.

D-10. NSLIN 98299N, Stage Drape Set; Theatrical, may include, but is not limited to, the following components:

- a. Grand drape/act curtain set with matching grand/act valance/ teaser (flameproof).
- b. Stage traveler drape/curtain set with matching valance (flameproof).
- c. Stage border drapes/teasers (flameproof).
- d. Stage tormentor drapes/legs (flameproof).
- e. Backdrops (flameproof).
- f. Cycloramas (flameproof).
- g. Rear drape set with matching valance (flameproof).
- h. Scrim drops (flameproof).
- i. Fire curtain (only when required by Army fire code).
- j. Counterweights, guides, cable and rope sets.
- k. Curtain tracks with floor sheaves.
- l. Fly line sets, pulleys/blocks, pin rail bars.
- m. Hanging battens/flying battens/flying battens.
- n. Suspension grid, theatrical.
- o. Tormentor drape/leg track sets-adjustable/swivel.
- p. Weight chains, harness snaps, grommets and ties.

Appendix E Equipment-in-Place Carpet/Rugs

E-1. For the purpose of this CTA the following terms apply:

a. Carpet - Carpet is a heavy woven fabric used as a floor covering, either in one piece, squares, or many pieces bound together. It covers either an entire surface or a portion thereof, and it is affixed in some manner. Carpet is considered as a floor finish when installed as a prime floor finish as a part of a repair or construction project, and, as such, is classified as installed real property. Carpet placed over prime flooring in good condition is considered a furnishing and is classified as equipment-in-place (EIP).

b. Rug - Rug is a heavy woven fabric used as a floor covering, usually in one piece of a standard size, bound on each side. It covers either an entire floor surface or a portion thereof, is not affixed to a building, is readily rolled up and removed, and is not real property. Rugs are categorized as furnishings and as personal property. Criteria for authorization are outlined in appropriate tables of this CTA.

E-2. The rugs authorized by this CTA are personal property and therefore are accounted for on property books under provisions of AR 710-2.

a. Carpet or carpet tile installed as a prime floor finish and floor finishes such as wood and vinyl asbestos tile are real property and not authorized by this CTA. Requests for carpet considered a prime

floor finish should be processed in accordance with AR 420-70. Accountability for carpet considered real property will be IAW AR420-17.

b. On the other hand, carpet or carpet tile installed over prime flooring in good condition is classified as EIP and is authorized by this CT A. Carpet installed as EIP must be accounted for on installation property book or DA Form 661 IAW AR 735-72.

E-3. This appendix applies to installations and activities owned and/or controlled by the Department of the Army, including the Reserve Components, except for the following:

a. AR 1-39 applies to Army organizations in the National Capital Region (NCR) which are serviced by the Defense Supply Services-Washington (DSS-W), to include HQDA and all agencies, activities, and installations at the seat of Government serviced by DSS-W.

b. Installations and activities, or portions thereof, which have been licensed or transferred to the fifty states, the District of Columbia, the Commonwealth of Puerto Rico, or the U.S. Virgin Islands for use by the Army National Guard, which are not used for office/conference room purposes (see table 39, this CTA).

E-4. The facilities listed in paragraph E-6 below are those where rugs or EIP carpet may be provided when approved by the installation commander, or in the case of health care facilities, the health care activity commander. Selection of the most appropriate floor covering, to include carpet as a prime floor finish, shall be the product of an evaluation of the requirements of each individual project.

a. The decision to install carpet in existing facilities and functional areas listed in paragraph E-6 below is the responsibility of the installation commander, or in the case of health care facilities, the health care activity commander, with consideration given to technical advice from the facilities engineer. It is pointed out, however, that the use of carpet is not mandatory for those areas listed in paragraph E-6 below.

b. The following supporting justification and data must be submitted with each request for the installation of carpet to receive the maximum consideration:

(1) Statement of requirement (e.g., safety, acoustical control, interior decoration, maintenance).

(2) Technical data.

(a) Name and location of installation.

(b) Building designation, number and category code (permanent, semi-permanent, or temporary building).

(c) Planned use of the space to be carpeted.

(d) Estimated square yards of carpet.

(e) Estimated cost per square yard.

(f) Cost of carpet.

(g) Installation cost.

(h) Total initial cost.

(i) Type funds to be used and a statement as to the availability of funds.

(j) Estimated annual maintenance and repair cost.

(k) Estimated cost comparison with alternate floor materials (i.e., vinyl, vinyl asbestos, asphalt, quarry tile, linoleum, etc.) that meet the statement of requirement. Appendix C, DA circular 210-24 provides an example of determining summary of cost for economic analysis IAW AR 11-28.

c. Requests to install EIP carpet in areas not listed in paragraph E-6 below will be processed as a change to this table IAW chapter 5, AR 71-13.

E-5. Specific guidance on the use, location and type of carpet is as follows:

a. The color of the carpet will be variegated or patterned, rather than a solid color, to reduce visibility of spots and stains.

b. Static free carpet only will be used in word processing centers inasmuch as movement of personnel and operation of printers therein cause static electricity leading to machine malfunctions and electric shocks to machine operators.

c. Technical requirements for carpet shall be IAW interim Federal specifications DDD-C-0095A, DDD-C-001559, DDD-C-001799 (carpet squares or tile types), or comparable.

d. Dining facilities.

(1) The installation of carpet in existing dining facilities is restricted to dining areas (i.e., seating areas) only.

(2) Carpet will not be installed in enlisted personnel dining facility work spaces and areas subject to heavy traffic (i.e., foyers; cashier stations; signature headcount stations; serving lines; self-service, food preparation, administrative offices, and similar areas).

(3) Carpet will not be installed in areas where soiled tray carts are positioned for loading, or areas where carts are moved to and from dishwashing areas.

(4) Carpet will not be installed in existing basic trainee dining facilities or confinement dining facilities.

e. Medical facilities.

(1) Carpet will not be installed in treatment, emergency, delivery, formula, operating and recovery rooms, newborn nurseries, central material supply, corridors and any room used for strict isolation of patients where potential infectious spills may occur.

(2) Carpet will not be installed in dental treatment rooms, utility work areas, toilets, and recovery rooms that are directly adjacent to dental treatment rooms.

(3) Areas where carpet may be provided in medical facilities will be variegated in lieu of a solid color.

f. Other restrictions.

(1) Carpet must comply with one of the following fire safety criteria:

(a) ASTM E-84 (Steiner tunnel test), flame spread rating of 75 or less.

(b) UL 992 (UL chamber test), flame propagation index of 4.0 or less.

(c) Federal standard 372 (flooring radiant panel test), criteria radiant flux of 0.25 watts per square centimeter or higher.

(2) Rugs or carpet will not be installed on any type of existing walls or ceilings of any type of Army building.

g. It is recommended that the Federal Supply Schedule of the General Services Administration (GSA) (see Federal Supply Schedule 72, part I, section A and part I, section D) be used as a source of supply for carpet. The wear classification of carpet is defined in these schedules. If the sources of supply of carpet other than GSA, the carpet must meet the interim Federal specifications DDD-C-0095A, DDD-C-001559 or DDD-C-001799. Outside CONUS, carpet may be purchased through the Buy Us Here (BUSH) program. Carpet in these situations must also conform to interim Federal specifications DDD-C-0095A, DDD-C-001559, DDD-C-001799 or comparable.

E-6. Rugs or EIP carpet may be provided for the facilities and functional areas listed below without further approval of HQDA. Rugs or EIP carpet will not be used in facilities other than those listed without specific approval; request and justification will be submitted to U.S. Army Force Management Support Agency.

a. Administrative facilities-open plan and closed private offices, corridors, conference rooms, and word processing centers of administrative facilities (including administrative areas in other facility types such as Army Community Services Center, Family Life Center, waiting rooms, general court-martial courtroom with or without members and deliberation room, interviewing and interrogation room having polygraph installed, information office having soundproofed radio/ television studio used in preparation of quality tapes for use in commercial and hometown information release program).

b. Bachelor enlisted quarters-sleeping rooms, public areas (lobbies, lounges, hallways, TV rooms, etc.), and offices.

c. Bachelor officer quarters-sleeping rooms, combination living/ sleeping rooms, public areas lobbies, lounges, hallways, TV rooms, etc.), dining facilities, and offices.

d. Banks/credit unions-entrance and customer banking space, open office space, and offices.

e. Chapels and other religious facilities-worship areas and education wings (to include chapels of medical facilities) and administrative areas (offices, corridors, conference rooms), libraries, and child care centers therein.

f. Enlisted personnel dining facilities-dining areas of enlisted dining facilities and medical facilities (excluding work spaces and serving areas).

g. Fire stations-sleeping rooms, public areas (lobbies, lounges, hallways, TV rooms, etc.), and offices.

h. Medical facilities-administrative offices and staff support areas, corridors in administrative areas, entrance and elevator lobbies and connecting corridors, clinical waiting areas, conference rooms, dayrooms and lounges, dining areas (see F. above), libraries, chapels, physician's and dentist's offices (excluding examination and treatment rooms, and operatories), staff sleeping and watch areas, classrooms, and consultation rooms (except patient examination, treatment, and nursing care areas).

i. Morale support activities-

(1) Bowling alleys-concourse (excluding food service, working, and storage areas), and administrative areas.

(2) Child care centers.

(3) Clubs (officer/NCO/EM/service)-common areas (lobbies) and hallways leading to essential dining areas and the essential dining area itself and similar areas.

- (4) Golf course clubhouse-pro shop/administrative space and dining area.
- (5) Libraries.
- (6) Music and/or drama centers, including outdoor carpet only on patio of the U.S. Army Band training facility.
- (7) Theaters.
- (8) Youth centers.
- j. Research facilities-bio-optics laboratories.
- k. Temporary lodging facilities (except kitchen and dining areas)- combination living/sleeping rooms in distinguished visitor quarters, guesthouses, recreational housing, visiting enlisted and officer quarters.
- l. Training facilities/educational facilities-staff offices, classrooms, and corridors (including dependent schools).
- m. Libraries not otherwise specified above.
- n. Printing plant composing room (static free carpet only).
- o. Museums--entrance and exhibit areas, open office space, and offices.

Appendix F Economic Analysis Procedures for Bulk Milk Dispensing Equipment

F-1. Not used.

- a. Paragraph 6-20, AR 30-18 specifies that bulk milk dispensing equipment may be purchased or leased.
- b. An economic analysis is required in order to determine whether it is more economical to purchase or lease bulk milk dispensing equipment.
- c. Bulk milk dispensing equipment authorized by this CTA is purchased IAW paragraph 1-317, Defense Acquisition Regulation, which sets forth criteria to be included in considerations prior to making a determination relative to leasing or purchasing.
- d. Chapter 2, AR 11-28 provides general guidelines for conducting an economic analysis.

F-2. A recent study revealed that some activities were not performing the required analysis for bulk milk dispensers or that the analysis was not performed properly.

F-3. The purpose of this appendix is to establish uniform procedures for arriving at a lease/purchase decision in regard to bulk milk dispensers and stands for CONUS installations (not applicable to oversea commands).

- a. An economic analysis will be conducted each time a determination is to be made for purchasing initial or replacement bulk milk dispensers and stands or negotiating a lease contract. The economic analysis will be conducted in accordance with the provisions of AR 11-28 and this appendix or the following formula:

$$\frac{\quad}{.133 P + 0}$$

Where:

L = Annual lease cost of dispenser and stand.

P = Combined purchase cost of dispenser and stand.

0 = Annual maintenance cost of dispenser and stand (\$20.50 for either 2 or 3 spigot dispensers per DOD food service facilities and equipment planning board, rounded to \$21.00). Annual maintenance cost will not be applied for the first year since dispensers have a one year warranty as well as a five year warranty on compressors.

If answer is less than one, lease equipment.

If answer equals one, lease or purchase equipment.

If answer is greater than one, purchase equipment.

b. Many of the current bulk milk dispenser/stand leases in effect throughout the army are based on gallons of milk served. An optional leasing alternative, which should be explored, is one based upon an annual fixed cost per dispenser and stand. All economic analyses will include data based on annual fixed cost for the dispenser and stand when the equipment is available on that basis.

c. When conducting the economic analysis, the purchasing alternative for the bulk milk dispenser and stand will be computed IAW the detailed preparation instructions in paragraph F- 7 below and the following specific guidance:

(1) The average life expectancy data for each piece of equipment will be extracted from TB 43-0002-22.

(2) The program/project year discount factors will be as prescribed in AR 11-28.

(3) The recurring maintenance costs will be computed using a cost of \$20.50 (rounded to \$21.00) either 2 or 3 spigot milk dispensers. Ten year projections and computations for future year economic analysis will be based on annual (the same \$21.00) recurring maintenance costs.

d. The alternative lease analysis will be computed on-

(1) Actual lease cost as quoted by the local vendor for the current year, based on gallons of milk consumed.

(2) If applicable, actual lease cost as quoted by the local vendor for the current year, based on an annual fixed cost per annum.

(3) Future year projected costs for these leasing alternatives will be computed on the current year quoted cost plus an annual four percent increment to the current year quote.

e. Figures F-1 through F-6 provide examples that can be used as guides for the analysis of cost/benefit relationships of alternatives. The preferred alternative is simply the least costly alternative as reflected in the total discounted project cost.

F-4. Each installation commander is responsible for assuring that the above-referenced economic analysis is computed prior to making a determination relative to leasing or purchasing bulk milk dispensers and stands. The director of logistics will provide staff assistance.

F-5. The installation commander will approve the completed analysis, with recommendations. All decisions to purchase or lease dispensers will be forwarded to the MACOM for review and final approval prior to implementation.

F-6. The data for the analysis will be recorded on a locally produced form IAW the examples in figures F-1 through F-6.

F-7. Preparation instructions for summary of costs for economic analysis.

a. Purchase (figures F-1 through F-4).

(1) The official designation of the unit/installation for which the analysis is being conducted.

(2) The date the analysis is completed and submitted to the installation commander for approval.

(3) The equipment designation covered by the analysis (e.g., three spigot milk dispenser or three spigot milk dispenser stand).

(4) A statement concerning the purpose of analysis (e.g., to determine a lease/purchase decision).

(5) Cite the particular portion of the analysis (lease or purchase) covered by this data.

(6) Enter the average number of years the piece of equipment should be functional (see TB 43-0002-22).

(7) Enter on the first line the initial fiscal year. Enter on the second and remaining lines the succeeding fiscal years corresponding to the total economic life used in the analysis.

(8) Enter the appropriation identification number from which the funds will be obtained to cover the cost.

(9) Leave this line blank.

(10)

(a) Leave this line blank

(b) Enter the anticipated acquisition cost as reflected in a current defense logistic agency management data list.

(c) The recurring maintenance cost will be \$20.50 (rounded to \$21.00) for either 2 or 3 spigot milk dispensers.

(d) Enter the total dollar value of columns A + B + C for each fiscal year.

(e) Enter the discount factors as extracted from AR 11-28 for each fiscal year.

(f) Enter the present value annual cost, multiplying column D times--column E.

(11) Enter the total for columns A through F.

(12)

(a) Enter the figure from line 11, column 11F.

(b) Leave this line blank.

(13) Leave this line blank unless there is terminal value of government-owned dispensers to be considered. Terminal value will be computed in accordance with AR 11-28.

(14)

(a) Leave this line blank unless line 13 has been used.

(b) This figure will be determined by dividing the figure on line (12) (A) has been used (14A, if terminal value has been computed) by the total on line (11), column 11E.

(15) Complete applicable lines A through E.

(16) The officer conducting the analysis will sign and date this line.

b. Lease (figures F-5 and F-6). Formats will be completed IAW the above guidance except where a difference is reflected in the example format. It should be noted that there is no investment cost.

Glossary

Section I Abbreviations

AA
All Acceptable

AAFA
Army Aviation Flight Activity

AASF
Army Aviation Support Facility

ACCES
accessories

ACFT
aircraft

ACS
Army Community Service

ACTV
activity

AD
Air Defense

ADA
Air Defense Artillery

ADM
Atomic Demolition Munition

ADP
Automatic Data Processing

ADPE
Automatic Data Processing Equipment

ADV
advance

AFEES
Armed Forces Examining and Entrance Station

AG
Adjutant General

AGRS
American Grave Registration Service

AIT
Advance Individual Training

AMDF
Army Master Data File

AMEDD

Army Medical Department

AMETA

United States Army Management Engineering Training Agency

AMMO

ammunition

AMSA

Army Maintenance Support Activity

AOAP

Army Oil Analysis Program

APP

Army Procurement Procedure

AR/AAV

Armored Reconnaissance Airborne Assault Vehicle

ARCOM

Army Reserve Command

ARMED

Armored

ARNG

Army National Guard

ARRADCOM

United States Army Armament Research and Development Command

ARTEP

Army Training and Evaluation Program

ARTY

artillery

ASF

Aviation Support Facility

ASSY

Assembly

ATC

Air Traffic Control

ATEP

Annual Training Equipment Pool

AUTH

authority; Authorized

AUTO

automatic; automotive

AVCRAD

Aviation Classification Repair Activity Depot

AVN

Aviation

BCT

Basic Combat Training

BDE

brigade

BEQ

Bachelor Enlisted Quarters

BLDG

building

BN

battalion

BOI

basis of issue

BOQ

Bachelor Officer Quarters

BT

Basic Training

BTRY

battery

BUSH

Buy U.S. Here

CAL

caliber

CALBR

calibrate; calibration

CAND

candidate

CAV

cavalry

CB

chemical, biological

CBR

chemical, biological, radiological

CBT

combat

CDR

commander

CDT

conducting

CEN
center

CID
Criminal Investigation Division

CLR
color

CML
chemical

CNGB
Chief, National Guard Bureau

CNST
construction

CO
Commanding Officer (company / battery)

COMM
communication

COMMZ
communications zone

CON
control

CONEX
container express

CONUS
Continental United States

CP
command post

CRES
corrosion resistant steel

CRS
course

CRT
cathode ray tube

CSMS
Combined Support Maintenance Shop

CTA
Common Table of Allowances

CTR
center

DA
Department of the Army

DAR
Defense Acquisition Regulation

DARCOM
United States Army Materiel Development and Readiness Command

DEG
degree

DEH
Director of Engineering and Housing

DEPT
department

DET
detachment

DIY
division

DODAC
Department of Defense Ammunition Code

DOL
Director of Logistics

DPSC
Defense Personnel Support Center

DRC
District Recruiting Command

DS
direct support

DSPO
disposal

DSJA
Deputy Staff Judge Advocate

DSS- W
Defense Supply Services-Washington

DVQ
distinguished visitor quarters

EAM
electric accounting machine

ECS
equipment concentration site

EIP
equipment-in-place

EM
enlisted man

EMERG
emergency

ENGR
engineer

EOD
Explosive Ordnance Disposal

EW
enlisted woman

FA
field artillery

FAR
fabric

FAC
facility

FAO/F&AO
finance and accounting office(r)

FCT
fraction

FDC
Fire Direction Center

FISP
Facilities Inventory and Stationing Plan

FSC
Federal Supply Classification

FY
fiscal year

GD
guard

GLVN
galvanized

GND
ground

GOCO
Government Owned Contractor Operated

GOCOM
General Officer Command

GP
group

GS
general support

GSA
Government Services Administration

GYM
gymnasium

HE
high explosive

HHB
Headquarters and Headquarters Battery

HHC
Headquarters and Headquarters Company

HOSP
hospital

HOW
howitzer

HQ
Headquarters

HQDA
Headquarters, Department of The Army

HR
hour

HSC
United States Army Health Services Command

IAW
in accordance with

IDENT
identification

ILO
in lieu of

IMPE
information management processing equipment

INDIV
individual

INF
infantry

INSPEC
inspection

INSTL

installation

INTRMT

interment

JACADS

Johnston Atoll Chemical Agent Disposal System

JACS

JUMPS-Army Automated Coding System

JAGC

Judge Advocate General's Corps

J-SIIDS

Joint-Service Interior Intrusion Detection System

JTA

joint table of allowances

JUMPS

Joint Uniform Military Pay System

LDG

landing

LIN

line item number

LOC

location

MAAG

Military Assistance Advisory Group

MAC

Maneuver Area Command

MACOM

Major Army Command

MAINT

maintenance

MANGCU

Massachusetts National Guard Ceremonial Unit

MARKS

Modern Army Recordkeeping System

MAT

material; materiel

MATES

Mobilization and Training Equipment Site

MECH

mechanic; mechanized

MED

medical

MEDCASE

Medical Care Support Equipment

MEM

memorial

MEPCOM

United States Military Enlisted Processing Command

MEPS

Military Enlisted Processing Station

MFCI

major fraction thereof

MG

machine gun

MHE

materials handling equipment

MIL

military

MILSTRIP

Military Standard Requisitioning and Issue Procedures

MILVAN

Military-Owned Demountable Container

MISO

Management Information Systems Office

MOS

Military Occupational Specialty

MP

Military Police

MSCA

Military Support to Civil Authorities

MSL

Missile

MTC

Maneuver Training Command

MTD

mounted

MUSARC

Major United States Army Reserve Command

MVR

maneuver

NBCAICP

Nuclear, Biological, Chemical Accident, Incident Control Point

NCO

noncommissioned officer

NCOA

Noncommissioned Officer Academy

NCOIC

Noncommissioned Officer in Charge

NCR

National Capital Region

NDCC

National Defense Cadet Corps

NG

National Guard

NGMTU

National Guard Marksmanship Training Unit

NOA

not otherwise authorized

NSF

National Science Foundation

NSLIN

nonstandard line item number

NSN

national stock number

NTE

not to exceed

NWSD

Nuclear Weapon Support Detachment

OCCMED

occupational medicine

OCONUS

Outside Continental United States

OCS

Officer Candidate School

OFC

office

OFF

officer

OIC

Officer in Charge

OJ

on the job training

OMS

organizational maintenance shop

OPNS/OPS

operations

ORD

ordnance

OSJA

Office of the Staff Judge Advocate

PDF

point detonating fuse

PERF

performing

PLL

Prescribed Load List

PLT

platoon

POL

petroleum oil and lubricants

PRE-FAB

prefabricated

PROJ

project; projectile

PROP

propeller

PSYOP

psychological operations

PTBL
portable

PVNTMED
preventive medicine

PW
prisoner of war

QM
Quartermaster

QTR
Quarter; quarters

RD
round

R&D
Research & Development

RECALBR
recalibration

RECOV
recovery

REF
reference

REP/RPR
repair

RES
Reserve

RG
range

RGN
region

ROTC
Reserve Officer Training Corps

RQMT
requirement

RR/EO
race relations/equal opportunity

SCH
school

SCI
special compartmented information

SEBQ

senior enlisted bachelor quarters

SEC

section

SIG

Signal

SJA

Staff Judge Advocate

submachine gun

SMG**SP**

special; self-propelled

SPT

support

SQDN

squadron

SQT

Skill Qualification Test

SROTC

Senior Reserve Officer Training Corps

SRT

Special Reaction Team

SSSC

Self-Service Supply Center

STL

steel

STU

student

STY

style

SUBMACOM

Major Army subcommand

SUP

supply

SUPT

superintendent

SUR

surface

SURV

surveillance

SVC
service

system

SZ
size

The Army Authorization Documents System

United States Army Tank-Automotive Command

Training Support Center

Training Aids Service Office

Transportation Corps

Table of Distribution and Allowances

temporary duty

technical- technician

telephone

target

Troop Issue Subsistence Activity

The Judge Advocate General's School, US Army

team

transportation motor pool

training

table of organization and equipment

TRNE
trainee

SYS

TAADS

TACOM

TSC

TASO

TC

TDA

TDY

TECH

TEL

TGT

TISA

TJAGSA

TM

TMP

TNG

TOE

troop	TRP
training site contract	TSC
The United States Army Band	TUSAB
television	TV
type	TY
United States Army	USA
United States Army Air Defense School	USAADS
United States Army Armor School	USAARMS
United States Army Combat Developments Experimentation Command	USACDEC
United States Army Criminal Investigation Command	USACIDC
United States Army Engineer School	USAES
United States Army Field Artillery School	USAFAS
United States Army Hospital	USAH
United States Army Intelligence and Security Command	USAINSCOM
United States Army Infantry School	USAIS
United States Army Information Systems Command	USAISC
United States Army Joint Operations Training Center	USAJOTC
United States Army Medical Materiel Agency	USAMMA
United States Army Missile and Munitions Center and School	USAMMCS
United States Army Marksmanship Training Unit	USAMTU

United States Army Quartermaster Center and Fort Lee **USAQMCENFL**

United States Army Reserve **USAR**

United States Army Recruiting Command **USAREC**

United States Army, Europe **USAREUR**

USASCH
United States Army Support Command Hawaii

United States Army Training Center **USATC**

United States Army Transportation Center and Fort Eustis **USATCFE**

United States disciplinary barracks **USDB**

United States European Command **USEUCOM**

United States disciplinary barracks **USDB**

United States European Command **USEUCOM**

United States Military Academy **USMA**

United States Property and Fiscal Officer **USPFO**

unit training equipment site **UTF**

utility **UTIL**

vehicle **VEHL**

visiting enlisted quarters **VEQ**

vessel **VES**

VIP
very important person

visiting officer quarters	VOQ
when authorized by	WAD
when authorized by commanding officer	WABCO
warehouse	WHS
weapon	WPN
with or without	W/WO

Section II Terms

activity room

A multipurpose space in or convenient to a chapel, which has been provided for religious and fellowship activities related to chapel programs, A small kitchen for preparing light refreshments will normally be part of or convenient to an activity room.

administrative area

An open plan or closed private office, corridor, conference room, or other area where administrative duties are performed.

Air Delivery System

An item used alone, or groups of items comprising components of a system, which will perform an air transport or airdrop function.

Airdrop

An item used alone, or groups of items comprising components of a system, for delivery of personnel or cargo from aircraft in flight:

Air Transport

An air delivery system used for the internal/ external transport of supplies or equipment by fixed wing or rotary wing aircraft.

Army Commander

Senior commander of occupation areas, missions, commands, and all other oversea areas' army commander in the continental Unit~ States and the commanding general, US Army Military District of Washington.

Army Hospital

The term is interpreted to include named, unnamed and numbered type hospitals as defined in AR 40-4.

assembly room

An assembly room is the same as an activity room except that it is located in a religious education facility in support of religious education programs.

bachelor enlisted quarters

Building constructed or designated as personnel quarters for occupancy by enlisted personnel. Includes barracks, trainee facility, and senior enlisted building.

bachelor housing

All quarters used as bachelor enlisted or bachelor officer quarters, dormitories, and guesthouses.

bachelor officer quarters

Building constructed or designated as personnel quarters for occupancy by officers/ warrant officers. Includes the standard motel, the high rise, or such other housing to which bachelor officer personnel assigned.

barracks

See bachelor enlisted quarters.

bedroom/cubicle

A separate bedroom or partitioned area used as sleeping rooms for one or more individuals but not to exceed four.

chapel

Any government-owned building on land owned or held under lease or other right of occupancy which was especially designed for use, or intended to be used, by the military community for religious service.

chapel center

The combination of a chapel and religious education facility.

Commanding Officer

The commanding general or senior commanding officer of any separate unit. As pertains to Tables 41-52, the commander of post, camp, station, or installation having jurisdiction over quarters involved. Current regulations or directives assign centralized management of family and bachelor housing furnishings to the installation/activity furnishings management officer.

community dining area

A dining area used jointly by occupants of more than two bedrooms.

community living room

A living room or lounge used jointly by occupants of more than two bedrooms.

conference room

A room designated by the installation or activity commanders to be used for conference, meetings, etc. Furniture in this room should match.

dayroom

Also see lounge. The term includes dayroom at sites remotely located from parent company, detachment, and similar unit areas, and used by elements thereof. The term is used also interpreted to include facilities which are known by other designations, such as "ready room," "game or recreation room,"

"reading study," "date room," "applicant lounge" and "parent/visitor lounge" located at military entrance processing stations and in trainee facilities, comparable facilities used for youth activities in the morale support program, and Alcohol and Drug Abuse Prevention and Control Program (ADAPCP) counseling facilities located on Army installations.

distinguished visitors quarters

Lodging accommodations established by the installation commander from available visiting officer quarters to meet the housing requirements of distinguished visitors in a TDY status.

guesthouses

Temporary lodging facility used to provide short term lodging accommodations for occupancy by military personnel, their dependants, and guests for which a cash charge is levied. This includes allowances for overseas transient facilities.

higher office

Those staff support activities or staff support agencies which exist within the command headquarters below the commander but above the staff organizations, and are either in or outside of the headquarters chain of command.

Installation Commander

Commander of a designated military location such as post, camp, station, fort, proving ground, Army terminal, or other facility where military activities have been established and where operations are conducted for military purposes. In the ARNG, the adjutant general of each state, District of Columbia, Commonwealth of Puerto Rico, and US Virgin Islands.

in the clear

The narrative description of the basis of issue.

isolated unit

The only unit present at a separate military installation and its geographical location or duties of the members of the unit are such as to preclude normal use of morale support program facilities.

joint living room

A living room used jointly by occupants of two bedrooms.

lounge

A living room in barracks, bachelor officer quarters, trainee facility, school, office building, etc., including visitor and family lounge.

main lobby

An entrance lobby in a fixed hospital.

main waiting space

A large waiting space in outpatient clinics, health clinics, and dental clinics in permanent type buildings.

Major Army Commander

The commander of a command directly subordinate to, established by authority of, and specifically designated by HQDA. Army component commands of unified and specified commands are Major Army Commands. For the purpose of this CTA, the term also includes the heads of HQDA staff agencies, including the chief, National Guard Bureau.

Major Army Subcommander

The commander of a command directly subordinate to a Major Army Command, which has been assigned direct line responsibility and authority for a prescribed Army mission, and which has been designated by HDQA as a Major Army Subcommand. For the purpose of this CTA, the term also includes the commander of a HQDA staff support agency, and adjutant general of each state, District of Columbia, Commonwealth of Puerto Rico, and US Virgin Islands.

open bay facility

A large barracks room which accommodates from 30 to 60 individuals as a sleeping area.

Oversea Department of Defense Sponsored Schools Dormitories

Buildings or a portion thereof designated as resident halls for authorized DOD sponsored high school students.

Platoon Bay

See open bay facility

reception room

Waiting room, lounge, and outer office (except main lobby and main waiting space) in departments and clinics of medical and dental treatment facilities; other areas where personnel are required to remain while awaiting conference with commanders or officers in charge of activities, such as military entrance processing station; induction station; recruiting station; recruiting district headquarters; Army community service center; civilian personnel reception area.

Religious Education Facility

Any area or space in a building, whether or not physically attached to a chapel, which has been reserved for the purpose of providing formal religious education for military personnel, authorized civilians and dependents. Religious education facilities normally will include classrooms, assembly room, kitchen, administrative areas, storage and support facilities.

religious facilities

Chapels, chapel centers, religious education facilities and any areas of space in building which are set apart on a regular schedule for religious, moral, and human self-development matters.

senior enlisted bachelor quarters

Buildings or a portion of a barracks designated for occupancy by enlisted personnel in grades E5 through E9.

separate room/cubicle

A room in a barracks or senior enlisted bachelor quarters designed for occupancy by one to four individuals.

state

As used in this CTA, the term includes the fifty states of the United States, the District of Columbia, the Commonwealth of Puerto Rico, and the US Virgin Islands.

trainee facility

Building constructed or designated as personnel quarters for trainees entering the service. Includes open bay sleeping area, bedrooms for permanent party, noncommissioned officer in charge bedroom, platoon lounge, dayroom, permanent party or cadre lounge, visitor and family rooms, and laundry rooms.

visiting enlisted quarters

Quarters maintained primarily to provide temporary housing for visiting enlisted personnel and comparable grade civilian employees.

visiting officer quarters

Quarters maintained primarily to provide temporary housing for visiting officers, warrant officers, and comparable grade civilian employees.

**Section III
Special Abbreviations and Terms**

This section contains no entries.